



Providing information technology services to  
California Health and Human Services Agency Departments



Arnold Schwarzenegger,  
Governor

## JOB OPPORTUNITY

**CLASSIFICATION:**      **Staff Services Manager III**  
**(Full-time / Limited-term, 24-months)**

**POSITION MAY BECOME PERMANENT**

**POSITION LOCATION:**    **Health and Human Services Data Center (HHSDC)**  
**Systems Integration Division (SID)**  
**2525 Natomas Park Drive, Suite 100**  
**Sacramento, CA 95833**

**Free Parking**

**SALARY:**                    **\$ 6,334 - \$6,984**

### **Duties/Responsibilities:**

Under the general direction of the Assistant Director, SID, the Staff Services Manager III (SSM III) will be responsible for planning, establishing, organizing and directing policies for administrative transition activities related to the movement of the SID from the HHSDC to the newly formed Office of Systems Integration (OSI) under the Health and Human Services Agency. While developing organization-wide transition policies, procedures and processes for all administrative areas, the incumbent (as the Chief of OSI Administration) ensures that the goals and mission of the newly-created department are achieved by handling the most critical and sensitive matters, determining objectives for success and managing priorities for the administrative areas. The incumbent develops, directs and evaluates program activities, manages staff and conducts policy analysis.

Once the transition is complete, the incumbent will report directly to the Director and provide continuous oversight, direction and policy influence for the administrative areas. The SSM III oversees the development and daily operations of the administrative services programs by providing leadership, support and guidance to the unit managers. These functions include the oversight of the Human Resources Branch and the Budget and Planning, Fiscal Services, Business Services, and Acquisition and Contracts Units. Duties also include developing and implementing strategies and alternatives for continuous improvement of administrative processes, resolving department-wide issues and providing oversight to ensure customers receive quality service in all administrative areas. In addition, the incumbent is responsible for negotiating prime vendor, consultant services and other IT (hardware and software) acquisitions and negotiating services (including costs) with new projects.



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## **Desirable Qualifications:**

- Ability to develop and evaluate alternatives and solutions to complex department issues.
- Ability to work effectively, patiently, and professionally with a variety of individuals of all levels (for example, customers, peers, management, vendors, etc.) in a variety of situations, and with various individual styles.
- Ability to formulate procedures, policies, and program alternatives.
- Knowledge of the principles and practices of project management and policy formation.
- Ability to perform research, review information, perform conceptually sound analysis, and provide creative recommendations that are in compliance with laws, policies, and procedures.
- Ability to communicate effectively and at the appropriate level, verbally and in writing, to accurately gather and share information, convey status, identify, and document issues in a variety of circumstances and for complex projects.
- Knowledge of state government in relation to all areas (Accounting, Budgets, Human Resources, and all technology divisions) that effect the department.
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.

**Inquiries regarding this position may be directed to Patricia Lower at (916) 263-1680.**

## **Who May Apply:**

**Please indicate your eligibility on your application.**

- State employees who are at or have lateral transfer eligibility to the SSM III classification.
- Persons who have list eligibility to the SSM III classification.
- SROA/Surplus candidates are encouraged to apply.



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### **How to Apply:**

Submit a State of California application STD 678.

**APPLICATIONS RECEIVED WITHOUT RPA # 05-072 WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

**Final Filing Date:** Until Filled

### **Submit applications/resumes to:**

**Health and Human Services Data Center  
Human Resources Branch, Attention RPA # 05-072  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.